

Staff Report

TO: Chair and Board Members
Yolo County Habitat JPA

FROM: Maria Wong
Executive Director

DATE: February 8, 2010

SUBJECT: 2009-10 Mid Year Budget and Work Plan Report

Requested Action:

1. Receive and file the 2009-10 Mid Year Budget and Work Plan Report.
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BACKGROUND

The following is provided to the Board as a mid-year review of the budget and workplan adopted for FY 2009-10.

Work Plan

The Work Plan reflects the goals and priorities of the Yolo H/NCCP JPA by establishing objectives for Fiscal Year 2009-10, and the methods for achieving those objectives. The mid-year status of each work task identified in the current Work Plan is noted.

ELEMENT 09-01: ORGANIZATIONAL MANAGEMENT

OBJECTIVE: To provide coordinated support for the Board of Directors and various sub-committees.

This element includes those tasks and products that are associated with the day to day operation of the organization. Tasks will be undertaken with the goal of increasing the JPA's efficiency, performance and accountability.

<i>Tasks and End Products</i>	<i>Status at Mid-year</i>
Monitor for compliance with applicable state and federal regulations	<i>On-going and on schedule</i>
Consultant Contract administration	<i>On-going and on schedule</i>
Agency Contract administration	<i>On-going and on schedule</i>
Establish goals, evaluate progress, and update strategies	<i>On-going and on schedule</i>
Board Agendas and Staff reports	<i>On-going and on schedule; staff will improve transparency by delivering and posting Board agendas within 10 days and staff reports within 7 days of meetings</i>
Committee Agendas and Staff reports	<i>On-going and on schedule; staff will improve transparency by delivering</i>

	and posting committee agendas within 10 days and staff reports within 7 days of meetings
Work Plan and Quarterly Reports	<i>On-going and on schedule</i>

ELEMENT 09-02: FUNDING

OBJECTIVE: To insure that sufficient funds are available to complete the adopted tasks.

Funding for JPA activities comes from several sources. Fund support for administrative tasks comes from fund balances available from FY2008-09; accrued interest income; and an administrative allocation from the Swainson’s Hawk Mitigation In-lieu fee approved in 2004. Funds in support of other activities come from a combination of developer fees and grants. Grant revenue from state and federal sources is generally paid as a reimbursement, which in the past created cash flow problems. The Restated and Amended Joint Powers Agency Agreement approved in 2006 allows limited funds from the Wildlife Mitigation Trust Fund to be reprogrammed in support of completion of the HCP/NCCP planning process.

Tasks and End Products	Status at Mid-year
On-going coordination with state and federal funding partners	<i>On-going. Monthly meetings scheduled.</i>
Identify new grant opportunities	<i>On-going</i>
Explore new funding partnership opportunities	<i>On-going</i>
Continue to pursue planning grants for the developing HCP/NCCP	<i>On-going</i>
Explore grant opportunities that build organizational and program capacity	On hold
Explore funding opportunities in support of on-going administrative costs associated with the HCP/NCCP planning effort	On hold
Continue to work with the NCCPP to develop funding legislation for Northern California HCP/NCCP plans	California Habitat Conservation Plan Coalition formed; JPA staff participating
2010 Section 6 planning assistance grant application	Submitted; notification expected March 2010
2010 Section 6 research and acquisition grant applications	Not submitted this year
Additional grant applications (as warranted)	None this year
Development of a CDFG Conceptual Area Protection Plan (CAPP)	On hold due to workload
Additional grant applications (as warranted)	None this year
Budget change orders (as needed)	None pending
Mid-year Budget Report	Completed

ELEMENT 09-03: PUBLIC OUTREACH

OBJECTIVE: To insure that the public and stakeholders have an adequate opportunity to participate in development of the HCP/NCCP.

<i>Tasks and End Products</i>	<i>Status at Mid-year</i>
Continue to identify & engage stakeholders	<i>On-going</i>
• Outreach to agricultural interests	<i>On-going</i>
• Outreach to academic community	<i>On-going</i>
• Outreach to business/development community	<i>On-going</i>
Develop and implement a comprehensive Public Outreach Program	<i>Adopted 11-07. Implementation on-going</i>
Continue and expand the HCP/NCCP vision process	<i>In progress</i>
Assess stakeholder needs and concerns	<i>On-going</i>
Website	<i>Complete</i>
Bi-annual newsletter and other print materials	<i>Quarterly E-newsletter in print</i>
Traveling information kiosk	<i>Complete; modifications underway to convert computer interface to touch screen technology</i>
Press releases (as needed)	<i>On-going</i>
Second public information workshop	<i>Anticipated Spring 2010</i>

ELEMENT 09-04: PROGRAMS

Program 09-04-01: Swainson’s Hawk Interim Mitigation Fee Program

OBJECTIVE: To successfully implement the Swainson’s hawk Interim Mitigation Fee program.

The Swainson’s hawk Interim Mitigation Fee program is an interim program pending development and approval of a regional conservation plan for Yolo County.

<i>Tasks and End Products</i>	<i>Status at Mid-year</i>
Work with the Land Agent and conservation partners to identify and engage potential landowners.	<i>On-going</i>
Continue outreach efforts to farming and ranching interests	<i>On-going</i>
Review and (if needed) update the interim mitigation fee	<i>Updated fee adopted February 2007</i>
Secure conservation easements	<i>Two easements in process; one modification to an existing easement in progress.</i>
Annual Performance Report	<i>Due July 2010</i>

Program 09-04-02: HCP/NCCP Planning Process

OBJECTIVE: To continue development of a county-wide multi-species HCP/NCCP.

The HCP/NCCP planning process will continue in FY 2009-10. A scope of work and budget will be developed for the newly awarded 2009 Section 6 grant award. These funds, coupled with remaining funds from the 2005 and 2007 grant awards and reprogrammed funds from the Wildlife Mitigation Trust Fund will fund tasks in the FY 2009-10 Work Plan associated with the HCP/NCCP. The 2006 Independent Science Advisors Report, the County General Plan update, the emerging BDCP, and public input will continue to inform assumptions related to the HCP/NCCP. Close coordination with wildlife agencies and other partners, and securing additional grant funding will continue to be a priority.

<i>Tasks and End Products</i>	<i>Status at Mid-year</i>
Project coordination, contract administration, additional technical support (as needed)	<i>On-going</i>
Oversee consultant work on existing Contacts	<i>On going</i>
Coordinate with Yolo County to ensure consistency with the County's General Plan update	<i>Task complete; on-going coordination on general plan issues continues</i>
Monthly project management meetings with wildlife agency staff	<i>Scheduled for 4th Tuesday of each month</i>
Evaluation of the Independent Science Advisors Report	<i>Complete; a second review will be made</i>
2005 Section 6 contract with CDFG	<i>Contract close out in progress</i>
2007 Section 6 contract with CDFG	<i>In progress</i>
2007 consultant contracts	<i>Complete; work in progress</i>
2009 Section 6 contract with CDFG	<i>Approval expected April 2010</i>
2009 consultant contracts	<i>Pending Board approval</i>
Monthly Consultant Progress Reports	<i>On-going and on schedule</i>
Deliverables associated with the 2007 Section 6 contract	<i>On-going and on schedule</i>
Deliverables associated with the 2009 Section 6 contract	<i>On hold pending contract authorization</i>

Budget

Budget activity outlined in the table below reflects transactions complete as of December 31, 2007. Payments, transfers and deposits pending as of that date are not shown for the purposes of this report.

<u>Administration Fund (366)</u>			
Account		FY 2009-10 (Adopted)	Mid-Year *
<u>Appropriations</u>			
SALARIES AND EMPLOYEE BENEFITS			
8610	Regular employee salaries and benefits (1.5 FTE)	\$171,554	\$73,371
862202	Insurance (Public Liability)	\$2,400	\$2,406
861500	Insurance (workman's comp)	\$1,900	\$1,578
SERVICES AND SUPPLIES			
862090	Communications	\$600	\$257
862271	Maintenance -Equipment	\$400	\$59
862390	Office expense	\$5,000	\$508
862423	Legal Services	\$15,000	\$891
862429	Professional & Specialized Services	\$1,071,000	\$315,558
862460	Publications & legal notices	\$1,200	\$123
862491	Rent & Leases - Equipment	\$1,000	\$449
862520	Supplies	\$1,000	\$2,598
862610	Transportation & Travel	\$500	\$1,401
Total Fund 366 Appropriations		\$1,271,554	\$399,199
<u>Projected Revenues</u>			
827700	Interest Income	****	\$1,141
828200	Transfer in from WMTF (Fund 364)	\$120,000	\$0
827700	Grant income	\$1,402,543	\$0
Total Estimated Fund 366 Revenues		\$ 1,522,543	\$1,141
<u>Wildlife Mitigation Trust Fund (364)</u>			
<u>Appropriations</u>			
SERVICES AND SUPPLIES			
862429	Professional & Specialized Services	\$500	0
LAND ASSESTS - FIXED			
864100	Easement Acquisition (Land)	\$0	0
OPERATING TRANSFERS OUT			
866100	Operating transfers out	\$120,000	0
Total Fund 364 Appropriations		\$120,500	\$0
<u>Projected fund revenues</u>			
822611	In-lieu Mitigation fees (estimated)	\$433,000	0
827700	Mitigation Receiving Site Reimbursement	\$42,950	\$2,334
824100	Accrued interest	***	\$15,170
Total Fund 364Revenues		\$475,950	\$17,504

* numbers rounded